

UNITED STATES PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement
06-WAW-23

July 2006

ADMINISTRATIVE ASSISTANT

Tacoma Office

Court Personnel System Classification Level: CL 23
Developmental Range Salary \$29,446 to \$36,498
Full Performance Range Salary \$36,805 to \$47,843
Depending upon experience and qualifications
Additional promotional potential without further recruitment

Position open until filled: Preference given to resumes received by August 11, 2006

The U.S. Pretrial Services Office for the Western District of Washington is currently accepting applications for an Administrative Assistant. There are two offices within the Western District of Washington, Seattle and Tacoma. This position will be located in Tacoma.

The Administrative Assistant provides secretarial/clerical support to the U.S. Pretrial Services Office.

REPRESENTATIVE DUTIES

- Serve as receptionist by answering phones and greeting clients and providing information to a wide variety of people within and outside of the court;
- Review, prioritize, and route all incoming case-related materials;
- Receive, screen, and route incoming mail and administrative documents;
- Assist with data entry into automated systems for Seattle office including case openings, tracking, and closings;
- Assist with administrative caseload;
- Assist with file room organization;
- Serve as backup to other office personnel in processing correspondence.

QUALIFICATIONS

The successful candidate will have at least two years' progressively responsible clerical or administrative experience. Experience in a legal environment would be helpful. Other requirements include:

- high school diploma, or equivalent;
- ability to type and strong keyboard skills (will be tested);
- ability to read, write, and communicate effectively;
- ability to deal with a variety of people tactfully and courteously, both in person and on the phone;
- strong organizational skills;
- ability to learn and use automated systems;
- ability to work in fast paced environment.

APPLICATION PROCEDURES

Qualified applicants should submit a cover letter and resumé to:

Human Resources, (06-WAW-23)
U. S. District Court
1717 Pacific Avenue
Tacoma, WA 98402

or via e-mail (WordPerfect, Word, or .pdf format) to:

Seattle_Personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days paid vacation for the first two years of employment. At the beginning of the third year, an employee earns 20 days of annual leave per year. After 15 years employment, an employee earns 26 days of annual leave per year;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligible for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies, or the military, will be added to the judiciary employment when computing employee benefits.